



# City of Council Bluffs

## Job Description

### Firefighter/Paramedic

**Department:** Fire Department

**Supervisor:** Fire Chief

**Location:** Fire Department

**FLSA Status:** Non-exempt

**Prepared By:** Mallory Davis, Recruiter

**Prepared Date:** November 2016

**Union:** Fire

**Pay Grade:** 02

**Summary:** Personnel in the rank of Fire Fighter/Paramedic are expected to perform a wide range of duties and responsibilities including but not limited to fire suppression; fire prevention; emergency medical service; hazardous materials; confined space and other rescue; public education; operation and maintenance of Fire Department equipment, apparatus, and facilities; training in all areas; public relations; and other related work as required.

**Essential Duties and Responsibilities:** includes the following.

- **Fire Duties:**
  - Responds to all types of fire, hazardous material, and other emergency incidents
  - Participates in all fire or rescue related activities including but not limited to search and rescue; laying and operation of hose lines; raising and climbing ladders; extinguishing of fires; ventilation; and overhaul of fire scenes
  - Performs search and rescue for trapped or injured persons
  - Performs extrication with department equipment
  - Operates and maintains fire suppression apparatus and equipment
  - Operates Fire Department equipment while wearing heavy protective clothing and self-contained breathing apparatus
  - Participates in Fire Department physical fitness and health maintenance programs
  - Participates in routine maintenance and repair of apparatus, equipment, and fire station
  - Demonstrates an understanding of all department procedures and operations
  - Demonstrates knowledge and understanding of all apparatus and equipment used
  - Performs daily activities related to training and continuing education
  - Demonstrates and maintains a broad knowledge base related to all fire and EMS related activities
  - Develops and maintains knowledge of response areas and streets
  - Maintains competency in Firefighter 1 and Firefighter 2 skills

- Obtains and maintains certification of competency at the Haz Mat Operations or Technician level as determined by the Fire Department Administration
- Operates and functions within the Fire Departments Incident Management and Accountability systems
- Performs as a team member under the command of a Fire Department Officer
- Performs daily activities related to fire prevention; safety education; surveys and inspections; and preplanning
- Operates Fire Department apparatus within State of Iowa law and Fire Department policy
- Medical Duties:
  - Responds to medical emergencies, motor vehicle accidents, and to other emergency situations involving threat to human life
  - Evaluates and assesses the condition of patients
  - Determines treatment in accordance with accepted State of Iowa and Fire Department protocols and procedures
  - Lifts and moves patients and equipment as necessary to perform emergency medical treatment and transport
  - Oversees the work of Fire Department personnel as necessary during medical emergencies
  - Oversees triage operations
  - Acts as Triage Officer on mass casualty incidents
  - Provides emergency medical services as warranted by the situation
  - Provides necessary medical care including the use of defibrillators, intubation tools, suction units, and other advanced care related equipment
  - Operates numerous types of rescue, salvage, and emergency medical equipment
  - Operates and maintains medic unit and all related equipment
  - Ensures that medic unit and apparatus and equipment are clean and properly maintained in working condition
  - Conducts daily medic unit and apparatus and equipment inspections
  - Participates in EMS training, education, and certification related activities recommended by the Fire Department's Medical Director and the Fire Department's EMS Operations Officer
  - Participates in and is knowledgeable of the Fire Department's Infection Control and Prevention Program
  - Assists in department and civilian first aid and CPR training
- Other Duties:
  - Maintains adequate records
  - Fill out properly and legibly all forms, reports, logs, and records
  - Maintains adequate inventory of supplies and equipment on medic unit, fire apparatus, and at fire station
  - Participates in prevention and safety education activities and programs at schools, businesses, and other facilities
  - Deals with people and co-workers in an effective manner under adverse conditions
  - Calmly manages sensitive or hostile public contacts
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- Achieve and maintain a State of Iowa EMT-Paramedic certification within 90 days of hire date (National Registry EMT-P or State of Iowa EMT-P are required to apply)
- Achieve and maintain a valid State of Iowa Class D Chauffeurs Driver's License with a 16,001 pound rating during initial training – If applicant does not reside in Iowa, they must get the equivalent license in their state of residency
- Firefighter 1 and 2 before end of probationary period
- Completion certification in the Fire Department's Field Training and Evaluation Program

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Applicant must be able to pass the Candidate Physical Ability Test (CPAT).
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, in extreme heat, and for long periods of time.

**Other Skills and Abilities:**

- Thorough knowledge of methods, equipment, and tools used by the Fire Department in performing fire, rescue, and EMS related activities
- Thorough knowledge of rules, regulations, procedures, protocols, and laws relative to Fire and EMS activities
- Ability to safely operate and maintain a heavy motorized vehicle
- Ability to follow and understand oral and written instructions
- Willingness to perform any task assigned
- Cooperativeness, tactfulness, and the ability to get along with department personnel and civilians
- Maintain a driving record acceptable to the City and to the City's insurance carrier